



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** SENIOR ENGINEERING AIDE (Provisional\* Appointment)

**SALARY:** \$31,421 - \$40,466 annually

**LOCATION:** Monroe County Department of Transportation  
Traffic Operations & Permits Division  
50 West Main Street, Suite 6100, City Place Building  
Rochester, NY 14614

### **JOB SUMMARY:**

This is a technical position responsible for assisting in a variety of engineering duties related to highway construction projects. Depending upon assignment, work may involve drafting, including computer aided drafting (CAD), project inspection, assisting in surveying, and conducting project and permit reviews. Work may require extensive field work and may be conducted in inclement weather. The employee reports directly to, and works under the general supervision of, a senior-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience in engineering or construction involving either engineering drafting, surveying or project inspection, that in all instances, involves interpreting plans and specifications; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering Technology or Engineering Science, plus two (2) years experience as defined in (A) above; OR,
- (C) Certification from the National Institute for Certification in Engineering Technologies (NICET) as a Level II in Highway Design or Construction.
- (D) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **NOTE:**

Candidates applying under option (C) must submit a copy of their certification along with their application.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** November 22, 2016

**Posting Deadline:** December 7, 2016

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.